

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #01/21-071: Preliminary Determination Pursuant to the Audit of the Department of Homeless Services and its compliance with the City Charter-mandated Equal Employment Opportunity Policy from January 1, 1997 to June 30, 1999.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, the Equal Employment Practices Commission audited the Department of Homeless Services' compliance with the city's Equal Employment Opportunity Policy; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC may make a preliminary determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved,

that pursuant to the audit of the Department of Homeless Services (DHS) and its compliance with the City Charter-mandated Equal Employment Opportunity Policy (EEOP), the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. Eight of eleven supervisors interviewed by EEO auditors said that they were not informed that they would be evaluated on their EEO performance and ten stated that the agency never evaluated their EEO performance.
2. Only five of fifteen facilities where city employees are located are accessible to employees with disabilities.
3. Although there are approximately 400 DHS employees located at facilities in Brooklyn and the Bronx, there are no EEO counselors located in either of these boroughs.
4. All DHS employees did not receive EEO training during the audit period.
5. The EEO Officer does not have a role in determining which recruitment venues are utilized.
6. Supervisors involved in conducting hiring interviews did not uniformly receive structured interview training.

7. DHS has not conducted adverse impact studies.
8. Interview and selection logs did not consistently indicate the reasons for selecting/rejecting applicants and the applicant recruitment source.
9. DHS employees have not been informed of the identity, location and telephone number of the agency's career counselor.
10. DHS's EEO Office does not have a secretary.
11. DHS does not maintain complete hiring and recruitment data.
12. Fifty-four percent of employee survey respondents did not know the identity of the EEO Officer.
13. Forty percent of employee survey respondents said DHS's EEO Policy Statement was not posted on agency bulletin boards.
14. Forty-seven percent of employee survey respondents said DHS's Sexual Harassment Policy statement was not posted.
15. Thirty-eight percent of survey respondents, who answered the question, indicated they did not know how to file an EEO complaint.
16. Sixty-seven percent of employees who were employed by the agency for more than one year, indicated that they did not receive annual performance evaluations.
17. Supervisors did not hold documented meetings with their staffs to discuss the agency's EEO Policies.

Be It Finally Resolved,


that the Commission authorizes the Vice-Chairman to forward a letter to the Commissioner of the Department of Homeless Services, Martin Oesterreich, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the Department of Homeless Services will take to bring the agency in compliance with the New York City Equal Employment Opportunity Policy.

Approved unanimously on April 26, 2001.

Chereé Buggs, Esq.
Commissioner

Angela Cabrera
Commissioner

Manuel A. Mendez
Commissioner


Frank R. Nicolazzi
Vice-Chairman

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #02/05-071C: Determination of implementation by the New York City Department of Homeless Services of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the New York City Department of Homeless Services' Charter-mandated Equal Employment Opportunity Policy from January 1, 1997 to June 30, 1999.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to its audit of the New York City Department of Homeless Services, (EEPC) the Equal Employment Practices Commission issued a preliminary determination letter, dated April 26, 2001 setting forth its findings and recommended corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor DHS for six months, from July 2001 through December 2001, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, DHS's compliance period had to be extended five months in order to address recommendation #3; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City's Equal Employment Opportunity Policy. Now Therefore,

Be It Resolved,

that the New York City Department of Homeless Services has fully implemented all eighteen of the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapter 35 and 36 of the City Charter.

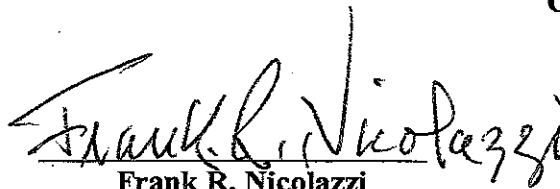
Be It Finally Resolved,

that the Commission authorizes the Vice-Chairman to forward a letter to the Commissioner of the New York City Department of Homeless Services, Linda Gibbs, formally informing her that the agency has implemented all eighteen of the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on May 23, 2002

Angela Cabrera
Commissioner

Manuel A. Méndez
Commissioner


Frank R. Nicolazzi
Vice-Chairman



DEPARTMENT OF HOMELESS SERVICES

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MARTIN OESTERREICH
COMMISSIONER

ROBERT MASCALI
CHIEF OF STAFF

MEMORANDUM

To: DHS Staff

From: Martin Oesterreich

Date: September 27, 2001

Subject: The City's Equal Employment Practices Commission Audit of DHS
EEO Program

COPY

As many of you are aware, the Department of Homeless Services' Equal Employment Opportunity program was recently audited by the City's Equal Employment Practices Commission ("EEPC"). Some employees may have participated in the survey or in the interviews of supervisors/managers the auditors conducted to determine staff awareness of EEO rights and responsibilities under the agency's Equal Employment Opportunity Policy ("EEOP"). The audit covered the 30-month period from January 1, 1997 to June 30, 1999.

I am pleased to share with you the highlights of the audit. The EEPC acknowledged the agency's efforts in several critical areas such as disseminating EEOP information to staff, providing reasonable accommodations for persons with disabilities, the functioning of our EEO Complaint and Investigation System, and provision of EEO training to staff. The EEPC made some recommendations that will enhance our EEO services. We have begun to implement many of the recommendations, such as;

- ◆ Adding uniform Task and Standards for supervisory personnel reflecting adherence to the City and agency's policies and procedures, including the agency's EEOP.

- ◆ **Establishment of a career counselor within the agency's Training Bureau.**
- ◆ **Expansion of the Structured Interview training to include mandated training for individuals who conduct interviews for positions.**
- ◆ **Revision of Personnel's "Interview and Selection Log" to reflect selection data.**
- ◆ **Revision of the EEO informational flyer is currently being distributed to all staff.**

Over the next several months we will continue to implement additional minor recommendations.

I am very proud of the agency's EEO program. I fully support the preventive measures used to eliminate discrimination in the workplace. I need your support as we continue to promote a work environment free of discrimination.

If you have any questions or concerns, please direct them to Denise Benson, Director, of DHS' Office of Equal Opportunity Affairs.

Thank you.